

What documentation is required?

Supervision Plan Form

- Supervisees must submit a Nonclinical or Clinical Supervision Plan within 60 days after beginning a social work position. A revised Supervision Plan must be submitted within 60 days if there is substantial change from the approved plan.

Supervision Verification Form

- The Board must receive verification of supervised practice at the time of license renewal **or** when an applicant applies for a license as an LISW or LICSW.

Detailed Description of Clinical Social Work Practice

- A supervisor who is verifying a supervisee's clinical social work practice must provide a signed Detailed Description of Clinical Social Work Practice, which is a narrative describing:
 - The client population and the range of presenting issues/diagnoses with which licensee/applicant practices;
 - The clinical modalities that were commonly utilized by the licensee/applicant; and
 - The diagnostic process, including:
 - Process utilized for determining clinical diagnoses
 - Diagnostic instruments used
 - Role of the licensee/applicant in the diagnostic process

How do I find a licensing supervisor?

Licensees may look within their agencies or outside of their agencies for appropriately licensed social work supervisors. Licensees may also utilize their professional networks. At the Board's website, click on "Verify a License/Search for a Licensing Supervisor" for a list of social work licensing supervisors who have self-reported that they have met the licensing supervisor requirements.

What qualifies a social worker to be a licensing supervisor?

- The **licensing supervisor** must be an appropriately licensed social worker who attests to completion of 30 hours of training in supervision (subject to audit). Clinical social worker licensing supervisors must have at least 2000 hours of post-LICSW social work practice (including 1000 hours in clinical practice).
- Licensed Social Workers (LSW)** must be supervised by an LSW who has completed the supervised practice requirement or by an LGSW, LISW, or LICSW.
- Licensed Graduate Social Workers (LGSW)** must be supervised by an LGSW who has completed the supervised practice requirement, by an LISW, or by an LICSW if engaged in clinical practice.
- Licensed Independent Social Workers (LISW)** must be supervised by an LICSW if practicing clinically; for non-clinical practice, they may practice independently.
- Licensed Independent Clinical Social Workers (LICSW)** engaged in clinical or non-clinical practice may practice

Who can be an alternate licensing supervisor?

- Up to 25% of the supervision hours may be provided by an alternate supervisor who is licensed and qualified to provide supervision according to their respective licensing board and is a Mental Health Professional as defined in Minnesota Statutes 245.462, Subdivision 18, clauses (1) to (6). Further details regarding alternate supervisors may be found in Minnesota Statutes 148E.120, Subdivision 2.

Is there more information about the supervised practice requirements?

Complete information about supervision requirements is available at the Board's website.

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*"To ensure to the residents of Minnesota
quality social work services by establishing
and enforcing professional standards."*



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What is licensing supervision?

“Supervision” means a professional relationship between a supervisor and a social worker in which the supervisor provides evaluation and direction of the services provided by the social worker to promote competent and ethical services to clients through the continuing development of the social worker’s knowledge and application of accepted professional social work knowledge, skills, and values.

The supervisee must receive supervision in the following content areas:

- Development of professional values and responsibilities
- Practice skills
- Authorized scope of practice
- Ensuring continuing competence
- Ethical standards of practice

Who must obtain licensing supervision?

Supervised practice is required for all persons licensed as social workers. The supervision required to meet licensure requirements is the responsibility of the applicant or licensee and does not prevent participation in other supervisory relationships to meet other requirements.

When must licensing supervision begin?

A licensee must obtain supervision and submit a Nonclinical or Clinical Supervision Plan form within 60 days of starting a social work position. If a licensee fails to submit a Supervision Plan form, a late fee of \$40 may be assessed at the time of license renewal.

How much supervision is required?

- **LSW or LGSW Nonclinical Practice:** An LSW or LGSW must obtain supervised practice hours after the license is issued. Supervision is a one-time requirement for an LSW and also a one-time requirement for an LGSW who is not engaged in a clinical scope of practice.
- **For Nonclinical Practice,** a total of 100 hours of supervision is required over 4000 hours of social work practice. Four hours of supervision is required for every 160 hours of practice.
- **LGSW or LISW Clinical Practice:** For an LGSW or LISW engaged in a clinical scope of practice, supervision is an ongoing requirement, not to exceed 8000 hours of clinical supervised practice without obtaining the LICSW license.
- **For Clinical Practice,** a total of 200 hours of clinical supervision is required over no less than 4000 and no more than 8000 hours of clinical social work practice, including 1800 hours of direct clinical client contact. Supervision must occur at the rate of a minimum of 4 and a maximum of 8 hours for every 160 hours of practice.
- **Eligibility for LISW or LICSW:** The supervised practice hours for an LISW or LICSW license must be obtained while licensed as an LGSW or LISW (unless practicing in an exempt setting, then post-masters degree), and are required for eligibility for either the LISW or LICSW license.
- Supervision must occur each month on a continuous basis over the duration of the practice.
- Supervised practice hours obtained prior to August 1, 2011 must comply with requirements in effect at the time.

What types of supervision are allowed?

For LSW and LGSW Nonclinical Practice, 50 hours must be one-on-one supervision including:

- A minimum of 25 hours of in-person supervision and
- No more than 25 hours of supervision via eye-to-eye electronic media while maintaining visual contact

The remaining 50 hours must be provided through:

- One-on-one supervision or
- Group supervision (limited to six supervisees)
- Supervision may be in-person, by telephone, or via eye-to-eye electronic media while maintaining visual contact, excluding email.

For LGSW and LISW Clinical Practice, 100 hours must be one-on-one supervision including:

- A minimum of 50 hours of in-person supervision and
- No more than 50 hours of supervision via eye-to-eye electronic media while maintaining visual contact

The remaining 100 hours must be provided through:

- One-on-one supervision or
- Group supervision (limited to six supervisees)
- Supervision may be in-person, by telephone, or via eye-to-eye electronic media while maintaining visual contact, excluding email.